

## **CUT or COPY and PASTE**

1. Select (highlight) the text to be copied.

You do this by positioning your mouse pointer where you want to begin cutting or copying. (To copy the first instruction here, for instance, you might position your mouse by the letter "C" in "CUT"). Press your left mouse button. Now drag your mouse down to "Release the mouse button". If you highlight too far down, then keep holding that mouse button and move back upward to just where you want to stop copying. Release the mouse button.

2. Click EDIT on the Menu bar. Select COPY. The highlighted portion will be copied to the computer's invisible clipboard. It will remain on the clipboard until you copy something else.

3. Bring up the new email form or other document sheet where you want to paste this highlighted text or graphic.

4. Place your mouse cursor on the new sheet exactly where you want the highlighted portion to be.

5. Again, click EDIT and this time select the PASTE option. The copied portion will be inserted into the new document.

If you want to copy an entire article, place your mouse cursor anywhere within the article to be copied, click EDIT and the SELECT All button. This will highlight the entire article instantly. Then, click EDIT and COPY NOTE: It is a lot quicker if you learn to use the keyboard shortcut keys for these functions. Here they are:

SELECT ALL = CTRL + the A key on your keyboard

Copy = CTRL C

Paste = CTRL V

CUT = CTRL X

Note1: when copying from a web site, it's a good idea to look at the top and bottom of that page for a PRINTER FRIENDLY button, click it and then copy that screen.

Sometimes when you attempt to copy from a web site and then print it, the printed page be missing some text on one side or the other. The printer friendly page should adjust to your printer .

Note 2: When copying a picture from a web page, it's a good idea to paste it wherever you want to paste it but then save it as a .jpg file onto your own hard drive. With AOL you can paste directly to the email then rightclick the pic and select SAVE AS..... You will then select the folder such as My Pictures in which to store the pic, giving it a name of course and saving it as a .jpg. When you wish to share this pic with someone, send it as an attachment and you're less likely to get a response from the recipient that they only got a rectangle with a RED X in it and no picture. This doesn't solve all the RED X problems but it does help a great deal to avoid the red X.

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